

29 JUL 1958

MEMORANDUM FOR: Chief, Forms Management Branch,  
Management Staff

THROUGH: Area Records Officer, Office of Personnel

SUBJECT: Final Page Proof, Fitness Report, Form 45

1. Returned herewith is the corrected final page proof of Fitness Report Form 45, with the following comments regarding the Instruction Sheet:

(a) The Instruction Sheet is assembled head to head not tumblehead. Is it planned that the Instruction Sheet will be printed this way?

(b) In "Schedule for Submission of Annual Fitness Reports" please move "GS-1 through GS-5" (together with due dates) to the top of the schedule. Repeat same due date for "GS-14 and above" and move to the bottom of the schedule (see copy).

(c) In "5. Reassignment Reports," please make corrections as indicated. This may necessitate resetting the section but it is essential in order to clarify this most important requirement.

(d) In "Section B Evaluation of Performance of Specific Duties" delete fourth sentence. This may necessitate resetting this section. Under "Examples," reset fourth example according to corrections. Note that the present example does not itself follow the instructions with respect to number and grades.

2. With respect to size of edition and method of assembly, the following comments are made, supplementary to those contained in my "Request for Approval of Form," dated 30 June 1958.

(a) An edition adequate for six months operations for the entire Agency including filling up the supply pipeline, is desired.

(b) The stapled assembly of packages to be sent overseas should probably include sufficient copies of the Field Transmittal, Form 45a.


(c) Over and above the requirements in (a) and (b) one hundred complete and final copies are urgently needed as soon as possible with delivery to the undersigned, for use in making preparations for putting the new Fitness Report in effect as soon as possible.

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3. The typography and composition of the Instruction Sheet are vastly improved. Please pass along to whoever may be responsible the appreciation of the Office of Personnel for the extra efforts which were involved. This memorandum constitutes final approval of the proofs subject to corrections listed herein, for the Instruction Sheet, Form 45 and 45a. No further proofs will be required.

  
Deputy Director of Personnel  
for Planning and Development

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Distribution:

001-Addressee

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RB:mg

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